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*Meetings*

Agenda for

DD/S Luncheon

14 September 1955

LKW 1. Agenda Items for Senior Staff Meetings

25X1A9a Agenda suggestions for Senior Staff Meetings should be submitted to the Director's Office [REDACTED] via the DD/S by 9 a.m. of the date due in the Director's office. You may telephone your suggestions to [REDACTED] on extension 739.

25X1A9a

LKW 2. Clark Task Force Report

LKW 3. Fitness Reports

Office Heads should make certain that their supervisors are submitting Fitness Reports on time as prescribed by Regulation. There has been noticeable improvement during the past three months among DD/S Offices in submitting these reports on time but Harry Reynolds is still required to follow up on too many reports which are three months overdue.

LKW 4. Consolidated Charities Fund

Personal attention to this drive by Office Heads will be very much appreciated and it is hoped that the DD/S offices will make an excellent showing in this drive. The Director will be very interested in seeing that the drive is a success.

HGL 5. Liaison arrangements with the International Cooperation Administration

The following list was submitted from the Director of ICA for specific contacts:

<u>Name and Title</u>	<u>Area of Responsibility</u>
Mr. Charrette, Director, Statistics and Reports Division	Economic matters
Mr. T. H. Haughton, Director, Office of Personnel Security and Integrity	Security and Placement matters
Mr. DeWitt L. Sage, Assistant to the Director	Close and/or confidential liaison with the Office of the Director

(Reference attached to Mr. Lloyd's copy)

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HGL 6. Caution Office Heads to have their people refrain from calling upon foreign station personnel for accommodations, transportation, etc., while on TDY visits abroad.

25X1A9a (Reference: [REDACTED] memo attached to Mr. Lloyd's copy)

HGL 7. Report on Jury Duty

Memo dated 9 Sept 55 to ADD/S from [REDACTED] Office 25X1A9a General Counsel, Subject: Jury Duty (attached to Mr. Lloyd's copy)

HGL 8. Visits of Foreign Nationals

25X1A9a Memo dtd 13 Sept 55 from [REDACTED] Chief, Liaison Division, Central Reference, Subject: Visit of Foreign Nationals [REDACTED] 25X1X7 General Officers

25X1A9a Memo dtd 13 Sept 55 from [REDACTED] Chief, Liaison Division, Central Reference, Subject: Visit of Foreign Nationals [REDACTED] 25X1X7

25X1X7

(References attached to Mr. Lloyd's copy)

SA-DD/S:CFC:dle (14 Sep 55)

Distribution:

Orig - Col. White

1 - Mr. Lloyd

1 - [REDACTED]

1 - CFC

1 - DD/S chrono

1 - DD/S subject

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